

# Sponsor Training



Sponsorship is a vital component impacting unit and family readiness.

The following Needs Assessment Checklist will help you successfully execute your duties as a Sponsor. Please use it as a guide when contacting your newcomer to collect the information you will need to help the family with a successful move.

## Questions to Ask

- Family Status:** single, single parent, married, married with children, other family members, any with special needs or circumstances
- Number and Ages of Children:** special interests of children, are you interested in youth sponsorship
- Family Pets:** how many, travel arrangements, boarding needs, discuss any quarantine requirements at destination
- Travel Information:** Car, plane, anticipated arrival date, transportation/pick-up/meeting arrangements, passport/visa needs, shipping cars
- Contact Information:** Phone(s), email addresses, mailing address, alternate/emergency contact information
- Do you need information on any of the following:
  - Cost of Living
  - Installation Housing
  - Local Community Housing
  - Apartment/Home Rentals
  - Pre-schools
  - Elementary Schools
  - Middle Schools
  - High Schools
  - Home Schooling
  - Private Schools
  - Child Care (installation/home day care/other options)
  - Billeting/Temporary Lodging
  - Employment (spouse/other family members)

*Sponsor Training Checklist, continued*

- Exceptional Family Member Program
  - Temporary P.O Box
  - Weather
  - Local Community Information (attractions)
  - Other
- Can I have the Relocation Assistance Manager from the Family Center contact you directly?